

2006 VIRGINIA COASTAL ZONE MANAGEMENT PROGRAM GRANT *PROPOSAL GUIDANCE*

Please take the time to review the following guidance. The guidance contained herein *does not reflect any changes in policy*, just clarification of our current proposal requirements.

The attached template is a Microsoft Word document. The fields that we require (and correspond to instructions below) are in BOLD. *Do not delete any of these fields, all are required.* We have taken the time to organize this template to meet our needs so *please do not move or rearrange the fields.* Please note that there are still character limits on some fields (e.g. Project Summary).

Contact your Virginia CZM Program Project Manager if you have any questions.

Types of Funding and Match Requirements. Funding is expected to be available under Sections 306, 306A, 309 and 6217 of the Coastal Zone Management Act.

Section 306: Funding for the implementation of Virginia's CZM Program. Section 306 funding must be matched 1:1 by non-federal fund sources.

Section 306A: Funding for the acquisition of fee simple and other interests (e.g. easements) in land, low-cost construction projects (e.g. public access improvements) or habitat restoration projects. Additional documentation is required by NOAA before 306A projects can be approved (go to [HTTP://www.ocrm.nos.noaa.gov/pdf/306a.pdf](http://www.ocrm.nos.noaa.gov/pdf/306a.pdf) for more information).

Section 306A funding must be matched 1:1 by non-federal fund sources.

Section 309: Funding for coastal zone enhancement projects which create new enforceable policies in any of nine identified areas: wetlands, coastal hazards, public access, marine debris, cumulative and secondary impacts, special area management plans, ocean resources, energy and government facility siting and aquaculture. Section 309 funding is match-free.

Section 309 projects are funded as part of 5 year cycles involving a Coastal Needs Assessment and Strategy. Go to <http://www.deq.virginia.gov/coastal/assess.html>

Section 6217: Funding for the implementation of the Coastal Nonpoint Source Pollution Program. Section 6217 funding must be matched 1:1 by non-federal fund sources.

Instructions for Template Fields

Project Title. Please use the title provided by the Virginia CZM Program.

I. LEGAL APPLICANT

Name. This is the name of the person who will be ultimately responsible for the project. This is not necessarily the same person authorized to sign the contract.

Organization. Street Address. City, State, Zip. This is the name and address of the organization conducting the project.

Project Manager. Include First and Last name and title of the contact person for the project. This person will receive all report reminders and will be our office's primary contact for any questions about the project.

Phone. Fax. E-mail. Contact information for the Project Manager.

II. PROJECT DETAILS

Geographic Area of Impact. Include the name of the jurisdictions that the project will affect. Either name the specific counties, cities and towns or if the impacted area is "Tidewater Virginia", by definition.

Congressional District(s). The number corresponding to the federal congressional districts in the above stated geographic area of impact. Section 9 (Government and Elections) of the Virginia Statistical Abstract (available online at: http://www.ccps.virginia.edu:16080/demographics/statistical_abstract/statabstract.shtml) contains a map of Virginia's congressional districts.

Classification. These classifications are used for a national searchable database. For example, PDC Technical Assistance projects should be classified as "Local and Regional Implementation" whereas a project assessing wetlands should be classified as "Specific Issues – Wetlands". Choose the classification that you feel best describes the project from the list below.

- Permit Review
- Policy and Planning
- Program Administration
- Local and Regional Implementation
- Routine Program Changes and Amendments
- Specific Issues – Aquaculture
- Specific Issues – Areas of Particular Concern
- Specific Issues – Coastal Hazards
- Specific Issues – Community Planning
- Specific Issues – Cumulative and Secondary Impacts
- Specific Issues – Dredging
- Specific Issues – Energy and Gov't Facility Siting
- Specific Issues – Habitat (excluding wetlands)
- Specific Issues – Marine Debris
- Specific Issues – Ocean Resources
- Specific Issues – Public Access
- Specific Issues – SAMPs
- Specific Issues – Waterfront Restoration
- Specific Issues – Wetlands
- Other

Start and End Dates. Enter the Start and End Dates anticipated for the project period. Typical grants start on October 1st and end on September 30th, however enter the dates as they apply to your project. All projects must end on a quarter (Sept 30, Dec 31, March 31 or June 30).

III. PROJECT SUMMARY

The project summary must provide a clear statement of the primary activities to be undertaken through this project. Provide a concise overview of the project including its objectives, and a brief description of the expected outcomes. Context for the project should be provided by briefly describing the coastal management problem or identified need that the project will address as well as why the project should be successful in addressing this issue. If this is a continuing project from a previous year, or builds on

work previously funded by the Virginia CZM Program, briefly describe the relationship between the current proposal and past projects. Details about the project's budget and deliverables should be provided in sections IV and V respectively. The summary must be self-contained and limited to 2000 characters. Avoid duplicating information that will be covered later in the proposal. MS Word has a Tool function that will count characters in a highlighted block of text. Please use this tool to ensure that your description is within the character limit. If necessary, additional information on the project can be provided in section VI - *Extended Project Description* however, section VI is **not** to be used as a *continuation* of section III Project Summary.

IV. BUDGET

Federal. This column reflects the amount that will be charged to the Virginia CZM Program for the project.

Match. This column reflects the non-federal funds that will be used to match the federal funds, if necessary. Match can be any resources (cash or in-kind services) applied to the project as long as the source of the match is not federal funds.

Budget Narrative. There is no space limit for this narrative. Try to be as specific as possible when describing how the funds will be spent. This section serves as a "budget justification" for all expenses anticipated. Please see each item description below (personnel, fringe, supplies etc.) for further details on what information should be included in the budget narrative.

Personnel. The person (name or title), full-time months devoted to this project and rate of their base pay is required for every person being paid out of federal dollars or who are providing match. Please note that the rate of their base pay is their total salary (per hour, per month or per year, as applicable), not just what they will be paid out of the grant. The personnel worksheet is optional but is provided so that if multiple people will be paid out of this grant, they can each be described clearly using the personnel worksheet. The Personnel line items in the Budget Table should reflect the sum of all personnel charges.

Example:

A planner who makes \$42,000/year will be working on this project 20 hours a week (1/2 time) for 6 months and will be paid for this time out of the federal portion of the grant. The personnel worksheet would be filled out like this:

Personnel	Months	Rate	Federal	Match	Total
Planner	3.0	\$42,000/year	\$10,500	0	\$10,500

Because this Planner is working ½ time for 6 months that equates to 3.0 *full-time* months charged to the grant. The \$10,500 is the amount charged to the federal grant for this person's salary – not including fringe.

Fringe. Please note in the budget narrative the fringe rate applied to the grant. If the rate is different for various people working on the project, please note in the narrative the fringe rate used for each person described under personnel.

Equipment. Any item with a 'per unit' cost exceeding \$5,000 and an expected life of more than one year. Additional justification is required for any equipment purchases. Contact your Virginia CZM Program Project Manager for more information.

Travel. Provide a description of the *type* and *amount* of travel estimated in the budget narrative. Travel could include: vehicle mileage or other transportation costs, overnight accommodations and meals.

Supplies. Please provide a brief description of the supplies included, making it clear why they are needed to produce the project deliverables. Larger items (e.g. computers) should be specifically addressed.

Contractual. These are funds that will be subcontracted to a 3rd party. Your Virginia CZM Project Manager must approve all subcontracts before being signed.

Construction. See Section 306A funding description and link to NOAA's Section 306A guidance document on page 1. If funds are to be used for construction, land acquisition, easements or restoration, additional certifications are required before the project can commence. NOAA must approve these certifications, so contact your Virginia CZM Project Manager well in advance.

Other. Provide a description of these expenses in the budget narrative.

Total Direct. The sum of all of the above budget categories.

Indirect. If indirect cost reimbursement is being requested (or is provided as match), include how the cost is calculated in the budget narrative (e.g. "38% indirect, based on personnel and fringe costs" or "25% fringe based on total direct costs, excepting equipment"). Also you must submit a copy of your most recent indirect cost rate agreement with your cognizant, federal agency or some other third party.

Total. The sum of direct and indirect costs. The federal total must equal (to the dollar) the amount the Virginia CZM Program allotted for your project, if there are *any* discrepancies, contact your Virginia CZM Project Manager.

V. PRODUCTS

This section describes what products will be produced and delivered to the Virginia CZM Program. This does not only include final products; intermediate products (or benchmarks) are encouraged. For example, if a draft report will be produced after six months, and a final report at the end of the grant, one product should be titled "Draft Report" with the End Date entered as six months after the start date of the grant and another product would be titled "Final Report" with an end date of the end of the grant.

Also, please avoid using "semiannual reports" as products. Semiannual reports are required by contract and are meant to show what you have accomplished to date. If you intend to have your two progress reports make up your final deliverables for the project (i.e. Progress=Final), the Products should describe what will be included in the reports, such as a "Compendium of Maps Produced for Localities" or "Summary of Site Visits." In the Product description, note that these products will be provided with each progress report.

In general, meeting agendas should not be provided as a product. If attending various meetings is one of the activities of the grant, we would like to see summary of what was accomplished through attending those meetings, not just a list of meetings attended or a series of agendas.

Product Title. The Products should be titled to represent the tangible product that will be turned in to the Virginia CZM Program. For example, if technical assistance to localities is one of the activities conducted in this project, a Product could be "Report on Technical Assistance Provided" or "Compendium of Maps Produced for Localities" or "Digital Data Layers." "Program Administration" and "Technical Assistance" are not good product titles.

Product Description. Use this space to further describe the product. This description should be concise. The project was already described in the Project Summary section of the proposal, so this space is provided for specific information for each product. Information here might include: who will collaborate on development of the product (e.g. an advisory committee composed of...will provide input to the report) or a description of what will be included in the Product (e.g. this report will include chapters on...) and how the product will be used by resource managers.

Product Percentages. Grantees should assign a percentage of the total project budget to each product listed in the scope of work. Percentages should be shown on the same line following the product title as shown in the example below. Percentages should be based on the amount of the total project budget that will be dedicated to this product. Product percentages should add to 100.

Example:

Product # 1

Title: Literature Search Report

Percent of Budget: (20%)

Product Timeframe. In addition to the project timeline described below, use this timeframe to accurately reflect the sequence of the project. If Product #2 will be started after the completion of Product #1 then the timeframe of each product should reflect that sequence.

VI. PROJECT TIMELINE. Grantees should develop a project timeline that includes all important benchmarks for project completion. The intent of the timeline is to provide both the grantee and Virginia CZM Program staff with an outline of tasks to be completed and a timeframe for their completion. It should provide a means for tracking project progress throughout the grant as well as a tool for planning necessary grant activities. The timeline should be located after the last deliverable on the scope of work and follow a simple date – benchmark format as illustrated in the example below. Important items to list on the timeline include the formation of committees, committee meetings, meetings with Virginia CZM Program staff, deadlines for comments, interim deliverables and submission of signage or outreach materials to the Virginia CZM Program for review. Dates should be specific where possible. (This should be a timeline for the entire project, not a timeline for each deliverable.)

Example:

VI. TIMELINE

October – Form technical advisory committee & hold initial meeting

October / December – Literature search & data acquisition

January – Second committee meeting, draft technical report distributed

February 15 – Deadline for committee comments on report

March 1 – Meet w/ Virginia CZM Program staff
March 15 – Final technical report completed
March – Form local government review committee & hold first meeting
April / July – Implementation Plan drafted
June – Second local government review committee meeting
July 31 – Draft Implementation Plan mailed to committee and Virginia CZM staff
August – Final local government review committee meeting
August 1 – Draft layout of project brochure sent to Virginia CZM Program for review
August 31 – Final draft of implementation plan mailed
September 15 – final deadline for comments
September 25 – final report and brochure sent to printer

VII. EXTENDED PROJECT DESCRIPTION

This section is optional and limited to 2000 characters. It should include only information that expands on, or supports, concepts included in the *Project Summary*. Do not use this section as a *continuation* of the project summary. The project summary should be constructed as more of an abstract of the project that can be used independently to provide an overview.